

ORIENTATION FOR STAFF OR VOLUNTEERS

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Name _____ Position _____

Date of Hire _____ Orientation Date _____ Start Date _____

THE FOLLOWING TOPICS WERE DISCUSSED WITH THE NEW EMPLOYEE:

- Names, ages, specific needs of children assigned, including food allergies
- Location of children's records
- Children's emergency information
- Supervision Policy
- Discipline Policy
- Safe Sleep Practices
- Medication storage and use
- Illness Policy including when to exclude children due to illness
- Diapering Procedures
- Hand Washing Procedures
- Cleaning, sanitizing, disinfecting procedures
- Location of emergency numbers
- Location of first aid supplies
- Smoking, Alcohol and Drug Policies
- Emergency evacuation procedures
- Location and operation of fire extinguishers
- Location and operation of smoke detectors for testing during drills
- Emergency procedures for bad weather
- Location and operation of gas, electric and water shut-off
- Other _____
- Other _____

Signature of Employee/Volunteer _____

Signature of Provider _____

This form must be signed and kept in the employee/volunteer file.